



Application For Employment

Job Title: Music Leader

Please complete the form and provide your written evidence as to how you meet the requirements of the job either on the questionnaire provided.

Personal Details						
Title (select as appropriate)	Dr <input type="checkbox"/>	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other (specify):
Surname (s)						
First Names(s)						
Previous Surname(s)						
Address						
Post Code						
Email Address						
Telephone (Home)			Telephone (mobile)			
Where did you find out about this job?						
National Insurance Number <i>This information is required to ensure correct identification of candidates.</i>			Date Of Birth			
Do you have a disability that requires any reasonable adjustments if you are selected to attend an interview? If yes, please provide details below.						
If you are related to any current employee or a member of the Board of Trustees for Calderdale Music, please give details below.						
If none, please tick this box: <input type="checkbox"/>						
Name			Job Title			
Relationship To You <i>(aunt, brother, partner etc)</i>						

References

Remember to ask your referees for permission before you give their name.
One reference must be from your current employer or your most recent employer.

Reference One

Name	
Email	
Address	
Post Code	
Telephone	
Occupation	
Relationship	

Reference Two

Name	
Email	
Address	
Post Code	
Telephone	
Occupation	
Relationship	

References will be requested as part of the recruitment process and they will form part of the decision making process. As part of the Keeping Children Safe in Education guidance, it is advised that we request references prior to interview. Your Referees must be able to answer questions concerning your employment history and suitability for the post which includes any details of any investigations and/or disciplinary action – this forms part of the requirements under “Safeguarding & Safer Recruitment in Education”. Please do not give the names of friends or family.

After a conditional offer has been made your referee will be asked for information regarding your sickness absence record during the past 24 months.

Work History

Present Employment (or last job for applicants currently unemployed)

Job Title			
Date Employment Started (MM/YY)		Date Employment Ended (MM/YY) (if applicable)	
Reason For Leaving/Looking For Other Employment		Notice Required (if applicable)	
Name Of Employer			
Address			
Post Code			
Current Salary		Grade	
Briefly Describe Your Duties			

Previous Employment

This section deals with your previous employment. Start with the most recent and please include any part-time, casual or voluntary work. We need details of previous employment (paid or unpaid), and also periods of non-employment e.g. child care, unemployment etc. If you use additional sheets, please remember to put your name and the post applied for on each extra page and number it.

Job Title	Main Duties	Name and Address of Employer	From (MM/YY)	To (MM/YY)	Wage/Salary	Reason For Leaving

If you need more space, please attach additional sheets and tick this box

Breaks/Gaps In Employment/Education

Please explain any breaks in your educational attainment and/or employment history in the following space.

If you need more space, please attach additional sheets and tick this box.

Have you have lived or worked abroad in the past 5 years for a period of 6 months or more? If Yes, please ensure that you detail below the dates and countries where you resided / worked

For individuals who have lived or worked outside of the UK in the past 5 years for a period of more than 6 months, we are required to carry out any additional checks that we think appropriate so that any events that have occurred outside of the UK can be considered.

These further checks should include a check for information about any sanction or restriction that an EEA professional regulating authority has imposed. In addition to this, the Home Office has published guidance on criminal record checks for overseas applicants.

Relevant Information

Please read this section carefully as this is the most important part of your application.

Demonstrate your ability to meet the requirements of the job by giving **clear, concise examples** of how you meet each criterion in the Person Specification.

There is an additional sheet at the end of the application form if you require more space.

Important Notice To Applicants

Criminal Convictions

As an applicant it is an offence to apply for a role that involves engaging in regulated activity relevant to children, schools and colleges if you are barred from engaging in such activity. In line with Keeping Children Safe in Education 2021 guidelines, candidates will be asked to complete a self-declaration at shortlisting stage.

Calderdale Music takes its duty of care to the people who receive services from us very seriously.

To ensure all reasonable care is taken, references will always be taken from your current employer and we reserve the right to take up references from any previous employers, or places where you have carried out voluntary work.

It is important, therefore, that you give exact names and current addresses of previous employers/voluntary work areas. Please also advise us of any change to your name relevant to previous employment, i.e. known by your maiden name. Failure to provide this information may result in any offer of appointment being delayed.

You may be offered the job subject to satisfactory pre-employment checks which can include obtaining an Enhanced DBS disclosure certificate. Some Schools will not allow newly appointed candidates to commence employment until an individual is in receipt of a cleared and valid DBS disclosure certificate.

This intensive procedure can take some time; however, I am certain you will appreciate the reasons why such stringent checks are made, and ask you to bear with us whilst they are completed.

GDPR (General Data Protection Regulations) apply. We will treat all information relating to your application in confidence. If you are unsuccessful, your form will be destroyed 6 months after the closing date although we reserve the right to add your details to our database of suitable candidates for other similar jobs. We may also contact job seekers for recruitment research.

I declare that the information I have given on this form is complete and accurate and that I am not barred or disqualified from working with children and / or vulnerable adults nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Disclosure and Barring Service. I understand

that to knowingly give false information, or to omit information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future.

Please Sign This Form

Signature

Print Name

Date

Completed application forms should be sent to the following email address:

admin@calderdalemusic.co.uk

**Please get your application form in on time and
GOOD LUCK.**

Additional sheets are attached.

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Additional Sheet - Breaks/Gaps In Employment/Education

Additional Sheet - Relevant Information